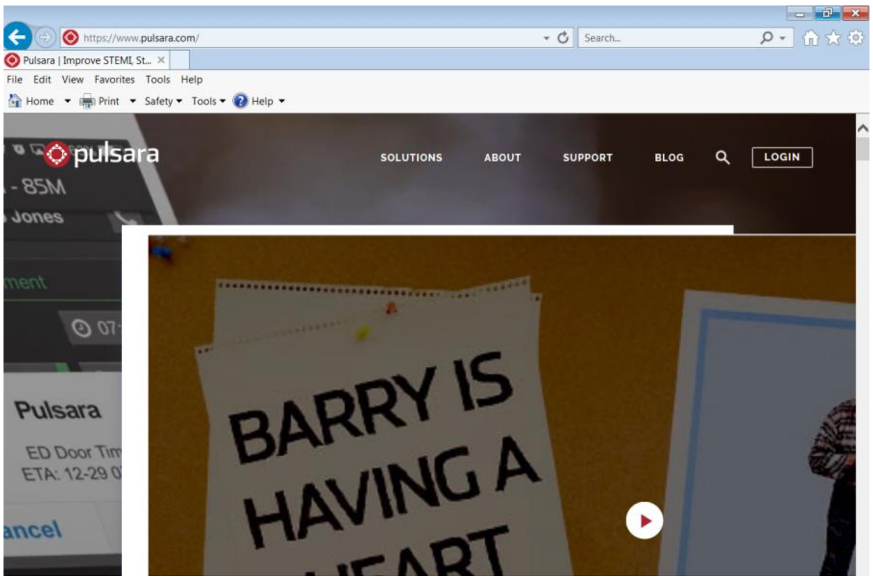
Pulsara Manual for EMS Administrators

Contents

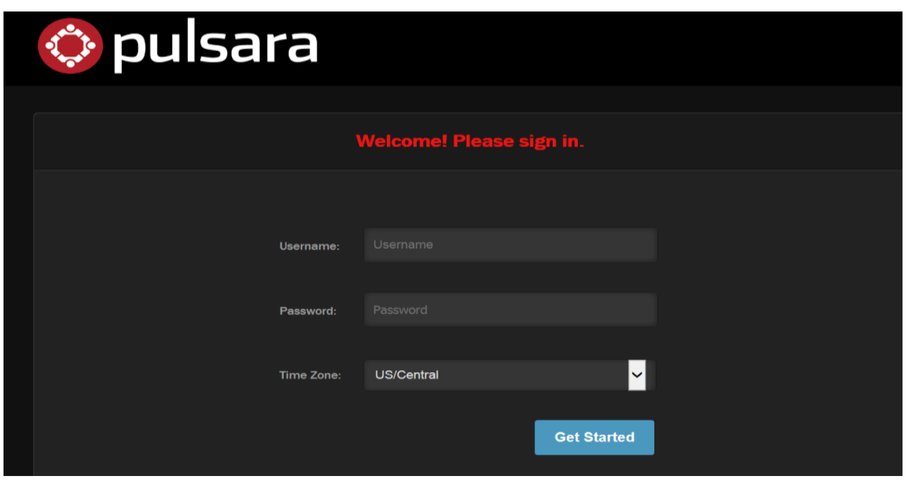
Pulsara EMS administrators are able to manage users, cases and EMS details through Pulsara dashboard.

LOGIN TO THE PULSARA DASHBOARD:

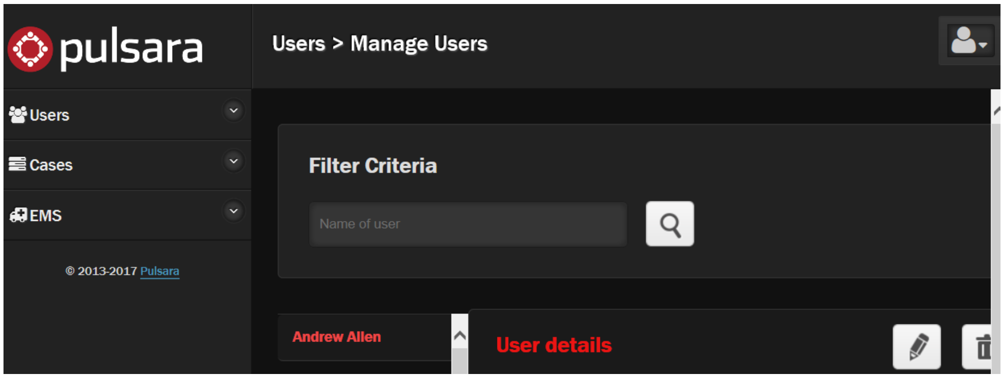
The EMS administrators have access to the Pulsara dashboard. To logon to the Pulsara dashboard, go to www.pulsara.com and click on the 'LOGIN' button which is on the upper right corner.



Enter valid username and password to login.

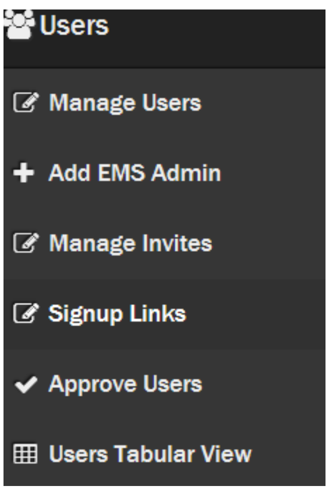


Once you are on the dashboard, you will be able to manage users, manage cases and EMS details.



USERS

Under the Users Tab you can perform the following functions

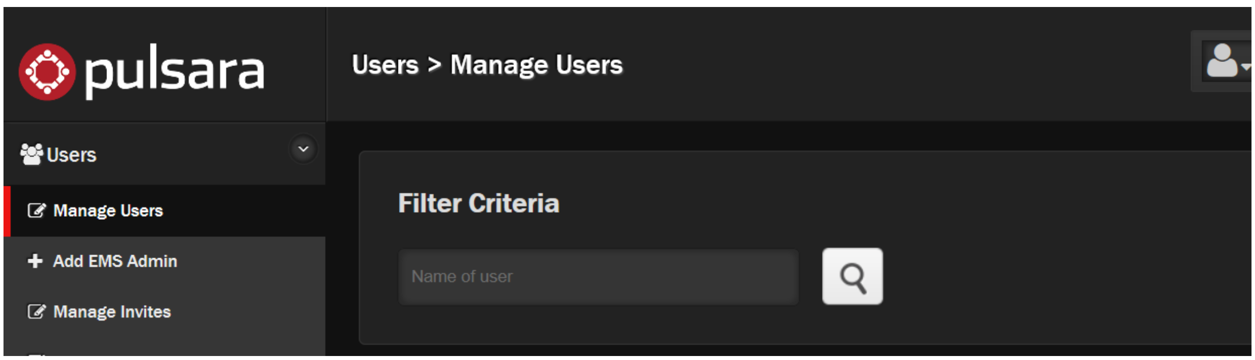


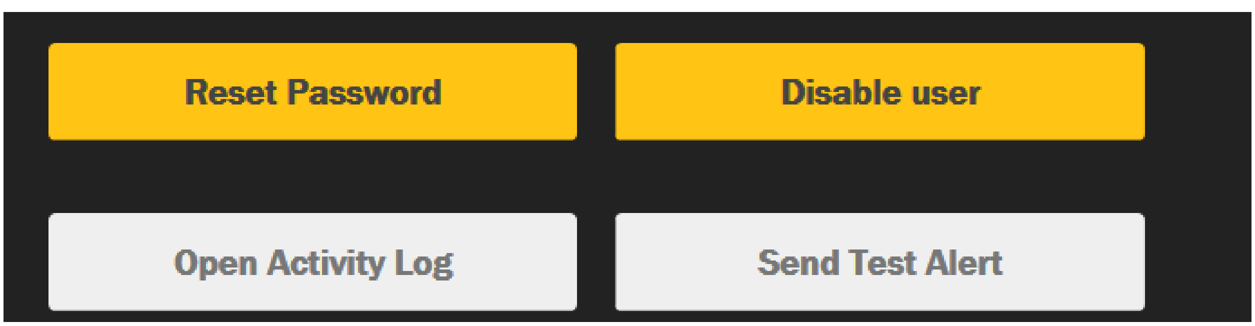
Manage Users

Admin can search for a user by entering the First name, Last name or the Full name in the filter criteria section. Once you enter the search criteria, click on button to display the search results in the 'User details' section.

If no search criteria is entered, you will see a list of active users ordered by their last name. Details for each user are listed in the User Details section. You can edit the details of the user by clicking on button. You can delete the user by clicking on button.

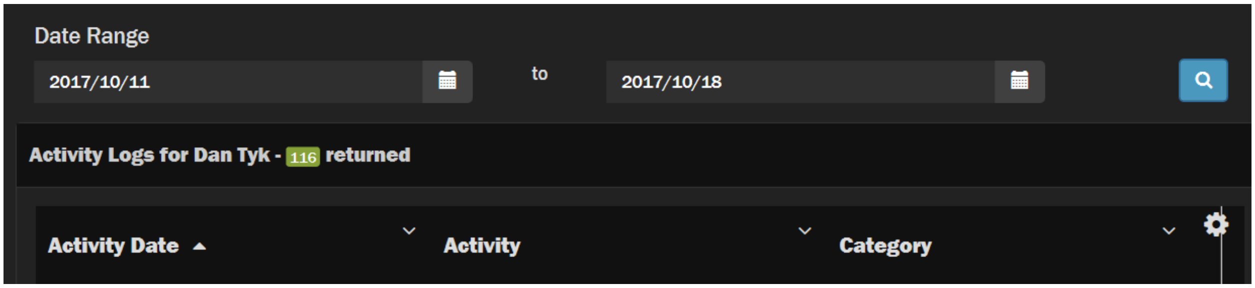
Note** If a user is deleted and the account is re-created later for the same user, then the new user account cannot be same as the previous one.
From this screen, you can also 'Reset Password' for a user or 'Disable User' 'Open log activity' or 'Send Test Alerts' for the selected user.



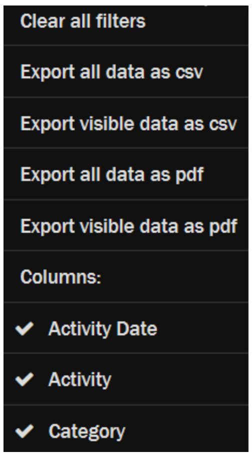


Open Activity Log:

The open activity log screen will show the following details for the selected user. Data can be searched for a selected date range.

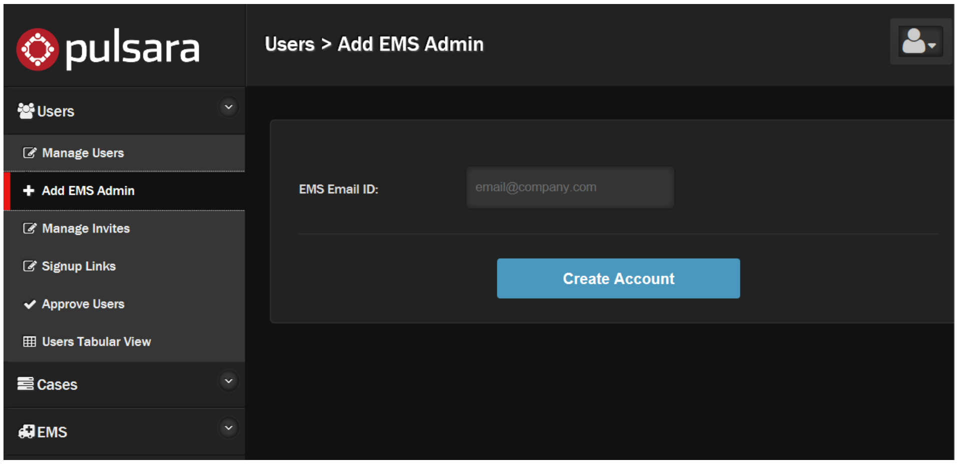


Following actions can be performed for the results displayed by clicking on the  button.



Adding an EMS Admin:

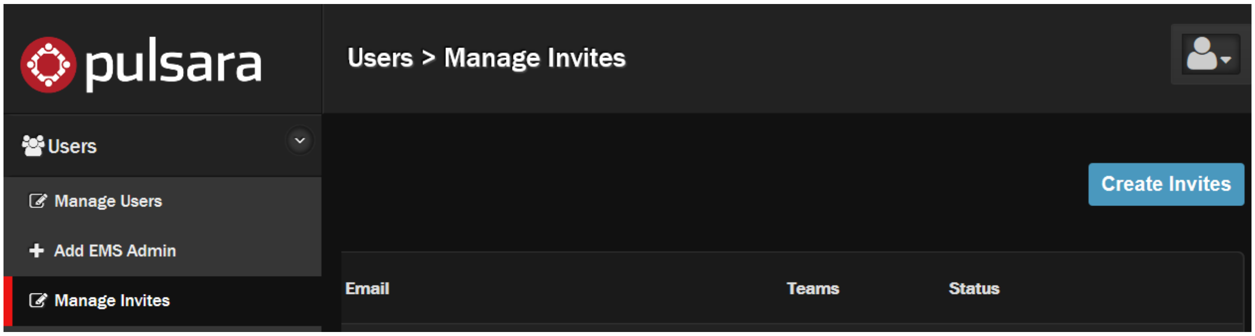
To add an EMS Admin, click on Users. Under Users tab, click on the 'Add EMS Admin' option. Enter the email id. Click on the 'Create Account' button. An email will be sent to the EMS user to create the account.



Note** Super admin, which are Pulsara team members, can create an EMS admin. Once an EMS admin is created for an agency, that admin may invite more admins to their agency only.

Manage Invites: Adding End Users

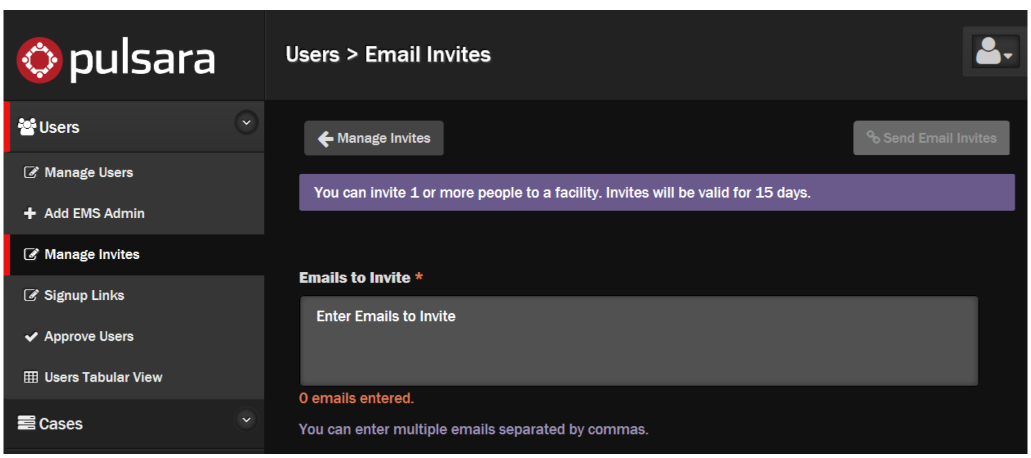
An EMS admin need to invite EMS users to create their accounts. To create invites, click on Users -> Manage Invites. This screen displays all the user invites that are sent and their status. If you need to re-send an invite click on the  button. To delete an invitation click on the  button.



To Add an End User the EMS Admin will have to invite the users.

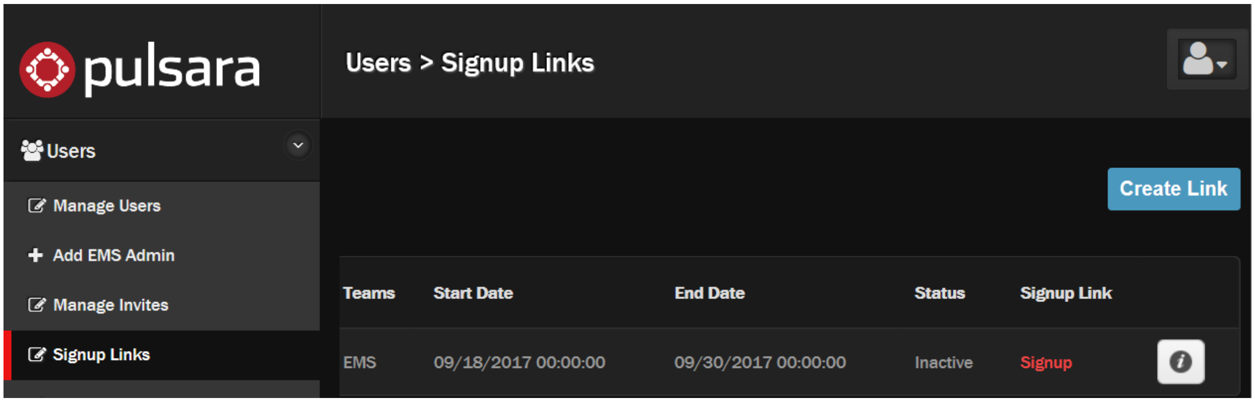
Click on Create Invites.
Enter email address of the users that you want the invitation to be sent to. Click on Send Email Invites. Once you send the invite the users will receive an email to create their account.

Note* - You can send multiple invites by separating the email id's by a comma.
- All invites expire after 15 days. EMS admin will have to resend the invites.

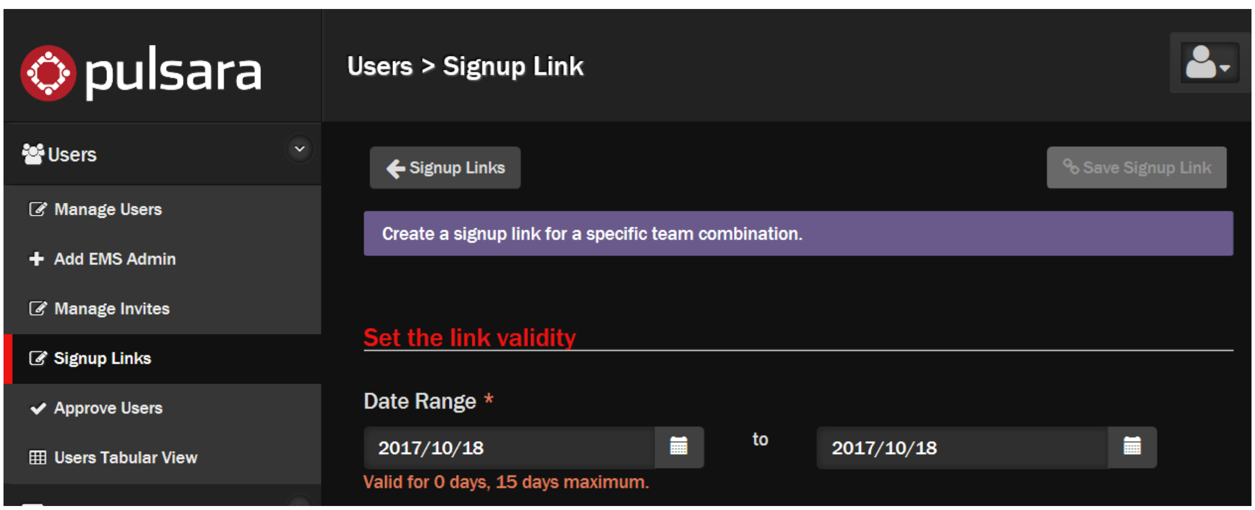


Signup Links:

Admin can create a link for the end users to sign up. If the signup link needs to be created, then click on the Create Link button.



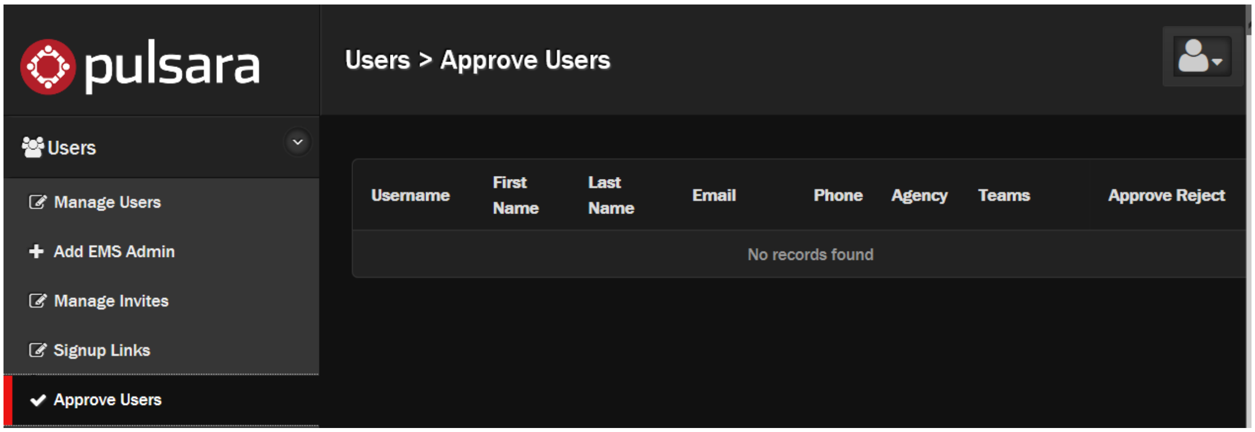
Once you click on the create link button, it opens the screen below. Admin will create the Signup Link and also enter the date range until when the link is valid.
This link can be then emailed to users to sign up.



NoteThis can be achieved by inviting a list of users through the Manage Invites tab.**

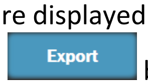
Approve Users:

Once a user creates an account, the EMS Admin has to approve the created users. A list of users that have not been approved are displayed below. The admin either approves or reject the user.

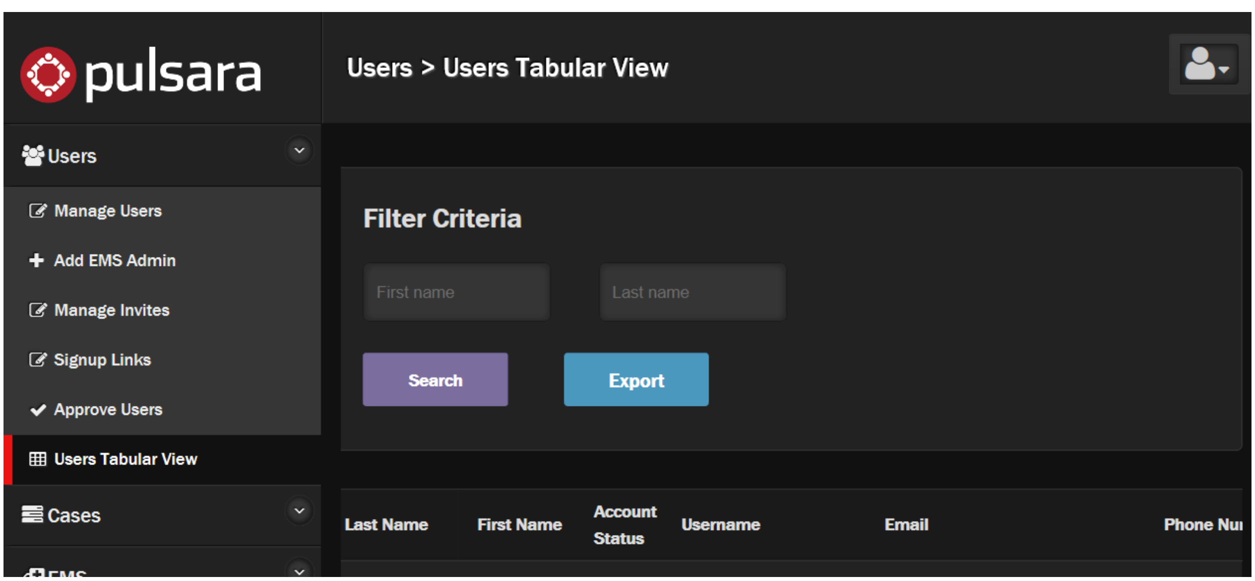


User Tabular view:

This screen will display the details of the user in a tabular form. The Last Name, First Name, Account Status, Username, Email, Phone Number, EMS Agency, Pulsara Version, OS, Time Zone and Device Name are displayed.

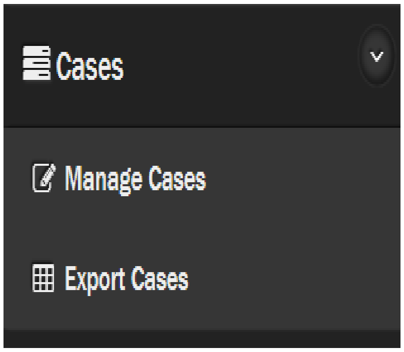
User can enter the search criteria to search for specific user. If search criteria is not entered, then all users are displayed sorted by Last Name. The search results can be exported into an excel file by clicking on the 

button.

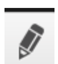


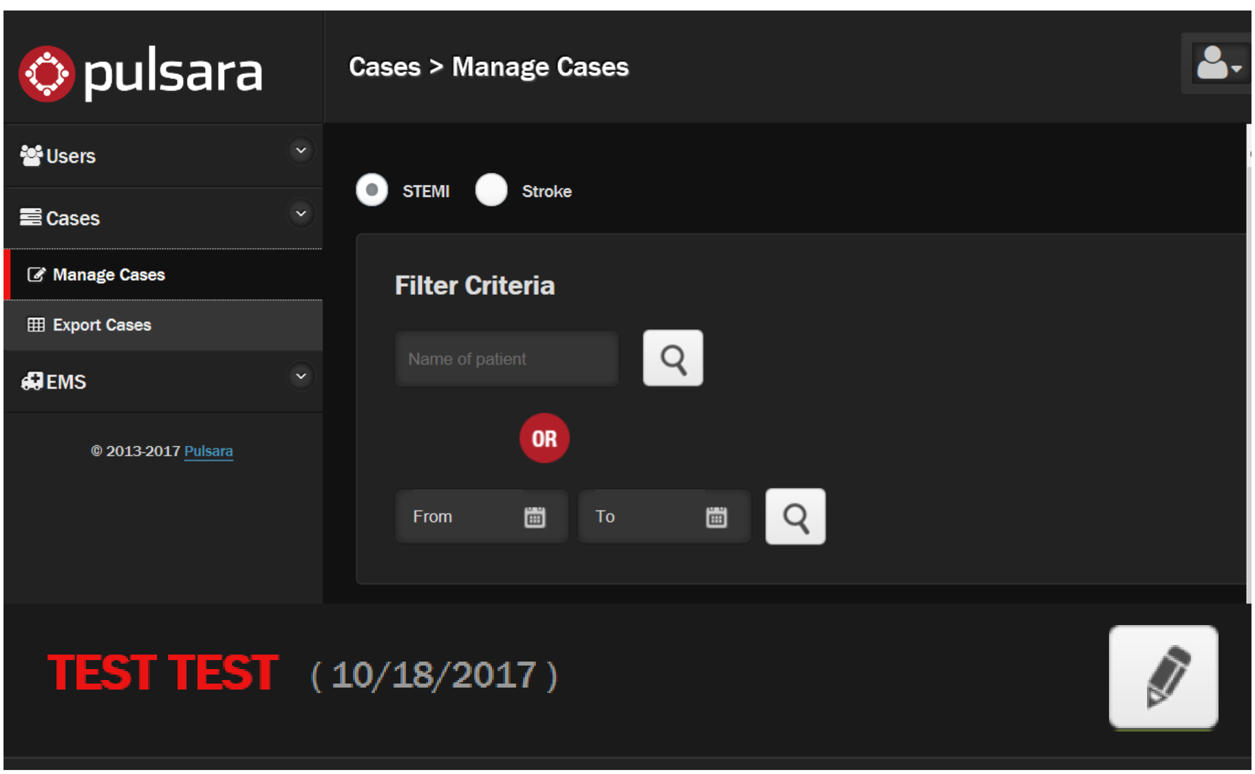
CASES

Under the Cases Tab you can perform the following functions



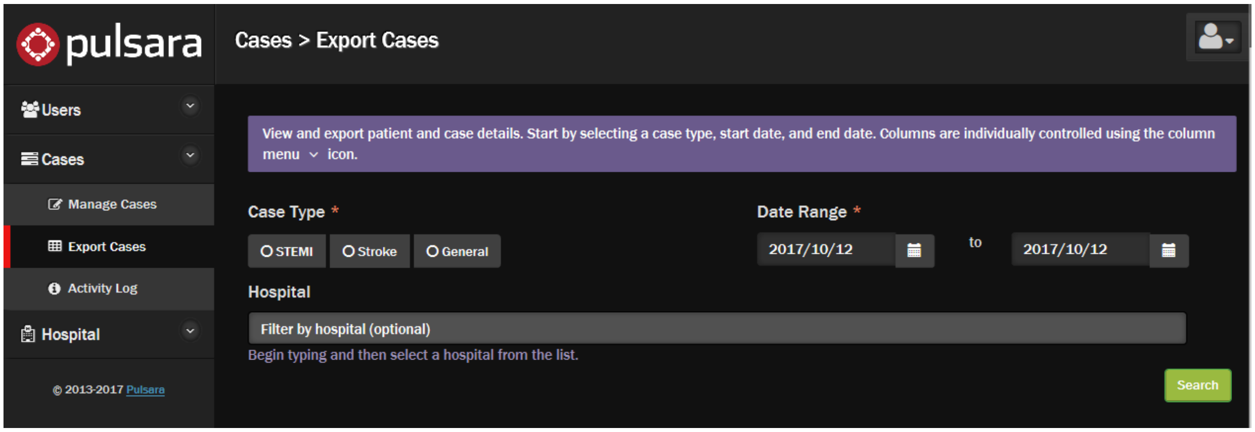
Manage Cases:

This screen allows you to search cases based on the category – STEMI or STROKE and the filter criteria entered. In the filter criteria you can enter the 'Name of patient' or the 'From' and 'To' dates.
If no criteria is entered, all the cases are displayed with the details for each one. An admin is allowed to edit a case by clicking on the  button.

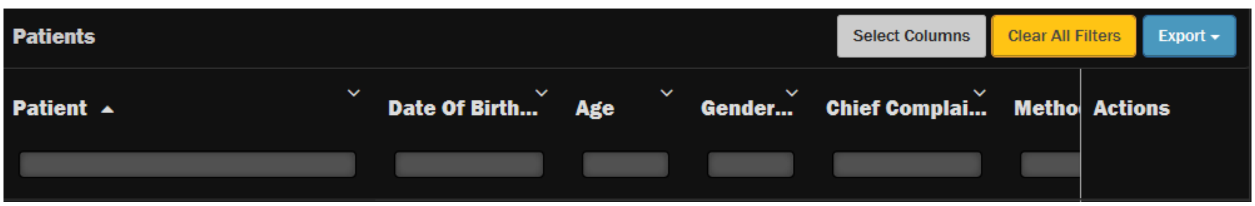


Export Cases:

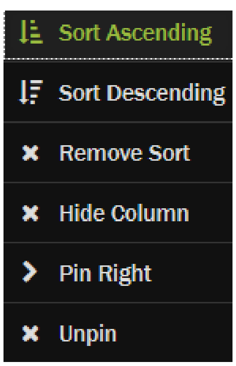
Cases can be viewed and exported by Case Type and Date Range. These are mandatory search criteria options. You can also filter the data by Hospital. You can view the cases for the selected criteria by clicking on the Search button.



In the results section each column is individually controlled using the icon.

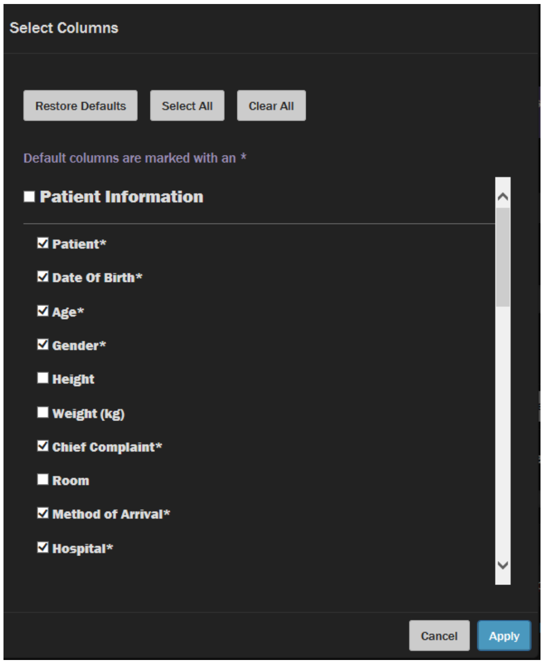


It allows following functions to be performed on each column. You can enter the filter criteria for individual column in the results section.



Specific columns in the results section can be hidden by selecting 'Hide Column' for each column individually or by clicking on the Select Columns button to select and unselect columns that the admin wants to display.

The ‘Select Column’ button displays the following screen where the admin can change the display columns for the results.



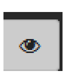
The 

will clear all the filters applied for the columns in the results section.

The 

button will export all records or export visible records in the results section to a CSV file.

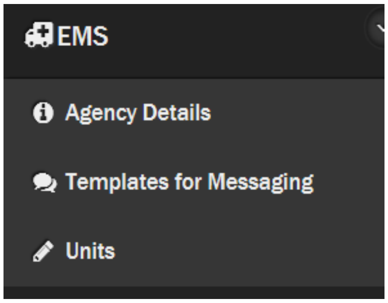
records in the results section to a CSV file.

The  button under the ‘Actions’ column in the search results section allows the user to view and edit details for the selected case.

The  button under the ‘Actions’ column in the search results section allows the user export the selected case as a PDF.

EMS

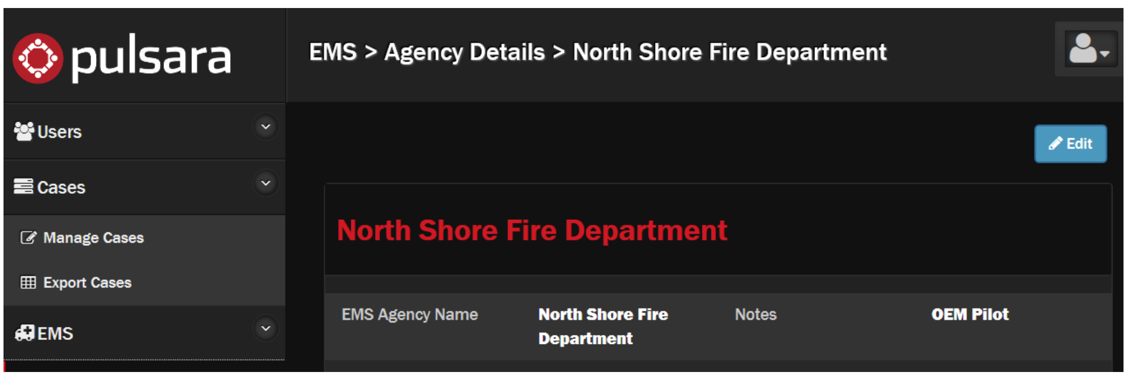
Under the EMS Tab, the administrator perform the following functions.



Agency Details:

The Agency details are entered in this section are entered by the EMS admin. EMS admin can update the agency details by clicking on the 

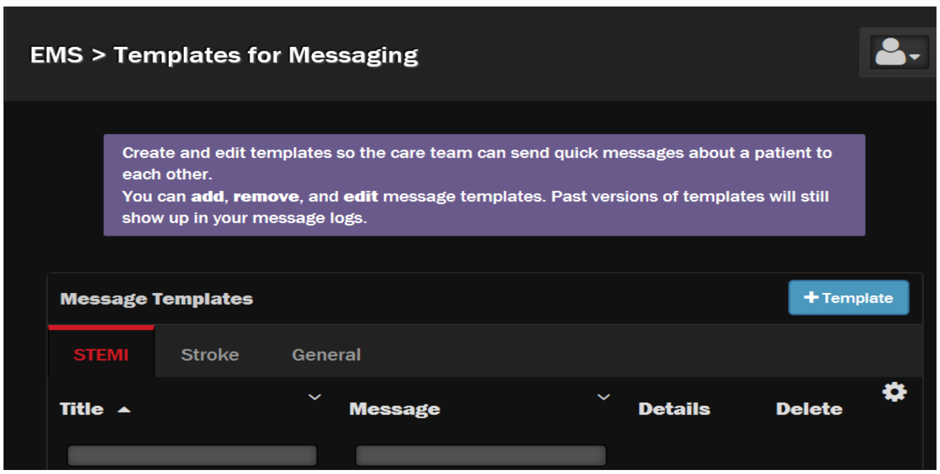
button.

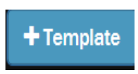


Templates for Messaging:

Message templates can be created by an EMS admin under this section. The screen below is displayed when you click on the 'Templates for Messaging' option.
It displays all the existing template message created by Category. All the templates created for the agency are displayed on the screen. An admin can search for a template by the Title or Message.

The  button allows the admin to edit the template and make changes. The  button deletes the selected template message. The  button will allow the admin to select or deselect the columns that they need to view in the results section. The results section allows the user to enter the filter criteria for each individual column.

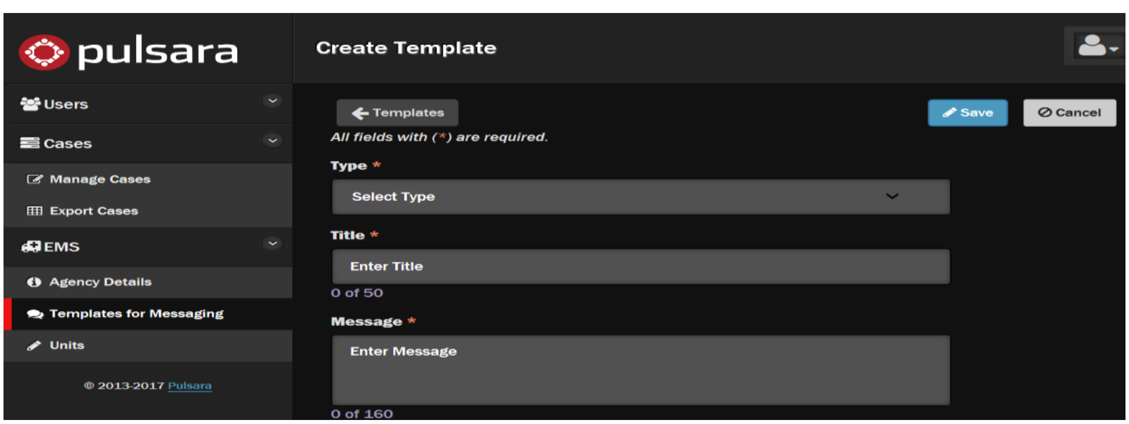


To create a template, click on the 

button. Enter the following to create the template:

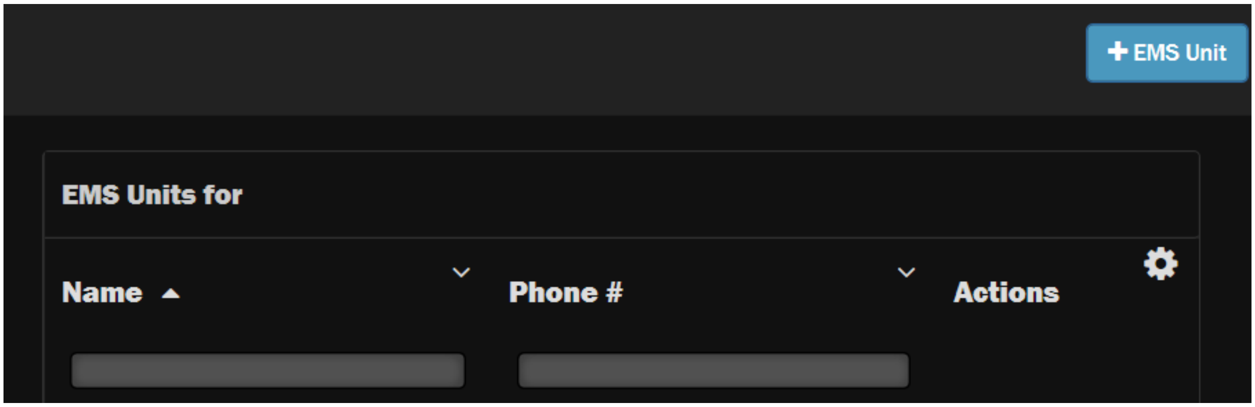
Type - Select the type you are creating the template for – 'STEMI', 'Stroke' or 'General'.
Title – Enter the title for the template message that will appear in the drop down.
Message – Enter the template message.

Save the template by clicking on the 



Units:

Admin can manage Units for their agency in this section. All units created for this agency are displayed on the screen. Admin can search on a specific unit by Name or Phone Number. The  button will allow the admin to edit the details of a selected unit. The  button delete the selected unit.



To create a new unit for the agency click on the  button. Enter the name and the phone number for the unit to be created and save the information.